

Dr. Herbert Guice Christian Academy
APPLICATION FOR ENROLLMENT
2008-2009 School Year

Student Information (Please print clearly)

Name of Child: _____
(First) (Middle) (Last)

Address: _____ City: _____ ZIP: _____

Birth date: _____ Male Female Place of Birth: _____
MO/DY/YR

Candidate for Grade:

Kindergarten First Second Third Fourth Fifth Sixth Seventh

Ethnic Background:

African-American Chicano/Latino Asian-American
 Native American Caucasian/White Other (please specify) _____

Church Membership: Bethel Missionary Baptist Church Other _____

Previous School: _____
(Name) (Address) (Phone)

Last Day of Attendance: _____

Please list any medical conditions or other circumstances concerning your child that we would need to know. Failure to provide such information will be grounds for nullifying acceptance.

Parent/Guardian Information

Parent/Guardian 1: _____ Parent/Guardian 2: _____

Relationship to Student: _____ Relationship to Student: _____

Address: _____ Address: _____

City Zip City Zip

Home Phone: _____ Home Phone: _____

Work Phone: _____ Work Phone: _____

Occupation: _____ Occupation: _____

Employer: _____ Employer: _____

I give my permission to publish my address and telephone number in the Parent/Teacher Association Roster.
_____ (Please Initial)

Dr. Herbert Guice Christian Academy
Enrollment Procedure

Enrollment at the Dr. Herbert Guice Christian Academy (HGCA) is on an annual basis. An application for enrollment must be filed annually and received before the stated deadline for both initial and continued enrollment. Submitting an application for enrollment does not constitute acceptance. Once a family has been accepted, the registration fee is mandatory and becomes a part of the requirement for attendance at HGCA.

Age Requirements

To enter kindergarten, your child must be five years old on or before December 2, 2008. To enter first grade, your child must be six years old on or before December 2, 2008. A copy of enrollee's birth certificate must be submitted before your student can be admitted to HGCA.

Documentation

Parents/Guardians of new enrollees are required to present a birth certificate and medical records for the child they wish to enroll. Enrollment and grade placement of transfer students will be conditional until transfer slips, report cards, cumulative records and immunization records from the previous school have been received and evaluated.

The Director and/or the HGCA Board of Directors may deny enrollment or terminate enrollment at any time for cause.

School Hours

The regular schedule for grades K-6:

Monday – Friday
8:30 AM – 3:00 PM

Extended Day Care

Hours are from 7:00 - 8:30 AM and 3:15 – 6:00 PM Monday through Friday for all grades for additional fee. ***If Extended Day Care will be needed, please check box.***

Financial Agreement

For admission of my child(ren) to the HGCA, I agree to pay the tuition charges and fees as established by the Board of Directors for the 2008-2009 school year.

I agree to make payments in advance according to the applicable fee schedule.

I understand that tuition payments are due monthly, on the 1st business day of the month. If payment is not received by the 10th, of each month a late fee of \$25 will be added to the tuition amount and a \$50 late fee charge will be added after the 15th of the month.

I/We certify that the information given in this application is complete and accurate. Further, I/We agree to fulfill all financial obligations and to adhere to the policies and regulations of the HGCA.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date